



## Special Home Occupation Permit Application and Instructions

### PROCEDURE FOR FILING AN APPLICATION FOR A SPECIAL HOME OCCUPATION PERMIT

1. **WHO MAY FILE:** An application for a Special Home Occupation Permit may be applied for by the property owner and/or representative. The owner in all cases must sign the application.
2. **APPLICATION:** The application forms may be obtained from the Auburn Planning Department. When the application is complete, return it to the Planning and Community Development Department, and a public hearing will be scheduled before the Hearing Examiner. Please refer to the attached schedule for the Hearing Examiner's scheduled hearing dates and the deadlines for submitting an application for a particular hearing. There will be no exceptions to those deadlines.

Be sure to complete the application in its entirety. An incomplete application may cause a delay in scheduling a hearing.

3. **STAFF REVIEW:** The application will be reviewed by all affected City Departments and a staff report will be prepared by the Planning Department. The staff report will analyze the proposed Special Home Occupation Permit, and recommendations will be made. The staff report will be based upon the criteria found in Section 18.60.040 of the Zoning Code and will be presented to the Hearing Examiner.
4. **HEARING EXAMINER HEARING:** The City's Hearing Examiner will conduct a public hearing on all temporary use permits. The public hearing is an "open record" public hearing. This means that the record is open to receive information, testimony, exhibits, evidence, etc. to be used by the Examiner to make a decision on the temporary use permit. This hearing is the only time to present any information, testimony, exhibits, evidence, etc. that will be used by the City to make a decision on your temporary use permit.

Subsequent to the conclusion of the hearing, the Hearing Examiner will issue a written decision on the Special Home Occupation Permit. The decision of the Examiner is final subject to appeal to the City Council pursuant to Section 18.68.160 of the Auburn Zoning Ordinance.

5. **SITE PLAN:** Seven copies of the site plan shall be required with each application for a Special Home Occupation Permit. The site plan shall be accurately drawn and shall illustrate the following:
  - a. Adjacent street(s),
  - b. Boundaries and dimensions of site,
  - c. Location of buildings,
  - d. Location of parking areas,
  - e. Location of feature needing the special home occupation permit.
6. **TIME FRAME:** It takes about 45 to 60 days to complete the Special Home Occupation Permit process. The process may be longer if the application is incomplete or additional information is required.
7. **FEES: \$104.00.**
8. **SUBMITTAL DATES FOR HEARING EXAMINER PUBLIC HEARINGS:** Please see the attached list for the scheduled hearing dates and the deadlines for submitting applications.

APPLICANT'S NAME	APPLICATION NUMBER
Sec. Twp. Rng.: _____	Zone Existing: _____
Area Code: _____	Permit for: _____
Date of Hearing Examiner Public: _____	
Hearing: _____	Date Received: _____
Staff Project Coordinator: _____	

Do Not Write Above This Line

1. Please describe in detail your request for a Special Home Occupation Permit:

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ALL PROPERTY OWNERS INCLUDED IN THIS APPLICATION MUST BE LISTED BELOW OPPOSITE A "PARCEL NUMBER" WHICH IS ALSO SHOWN ON THE LEGAL DESCRIPTION AND INDICATES THE PROPERTY OWNED BY EACH APPLICANT. YOUR SIGNATURE ALSO INDICATES YOU HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS APPLICATION AND ITS ATTACHMENTS

PARCEL  
NUMBER

NAME, ADDRESS AND PHONE NUMBER  
(Please Print)

SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

DESIGNATED CONTACT PERSON:

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

City/Phone: \_\_\_\_\_

Indicate Method for Future Notifications

Fax \_\_\_\_\_

Mail \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

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**LEGAL DESCRIPTION OF PROPERTY**

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FEE PAYMENT: \$104.00

T.R. #: \_\_\_\_\_

Cashier's Initials: \_\_\_\_\_

Date Received: \_\_\_\_\_

## **DATES FOR HEARING EXAMINER PUBLIC HEARINGS**

January 19, 2005\*  
February 23, 2005\*  
March 22, 2005  
April 19, 2005  
May 17, 2005  
June 21, 2005  
July 19, 2005  
August 16, 2005  
September 20, 2005  
October 18, 2005  
November 22, 2005  
December 20, 2005

The Hearing Examiner public hearing begins at 7:00 p.m. in the City Council Chambers  
on the first floor of Auburn City Hall.

*\*date changed due to holiday*